

# **ADMINISTRATIVE ASSISTANT REPORT**

**May 2014**

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05/27/14

## **FINANCIALS:**

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and submitted the Form C report to the WI DOR. The Form C sub-report was submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Wednesday, June 18<sup>th</sup> & possibly Thurs, June 19<sup>th</sup>. I still have quite a bit of work to finish before they can come, so I'll need to have some uninterrupted time to get ready for the testing portion of the audit.
  - a. The Treasurer and the Clerk will be here on the 18<sup>th</sup> so they can answer audit questions and provide whatever documents the auditors may need from them. Pete will be here that day too, in order to review audit questions, concerns and recommendations.
2. I've been working on the training program of the Town's accounting software. They are planning to discontinue support on the desktop version, so the change must be made soon. I was hoping to have done this sooner, but other tasks keep popping up.
3. I plan to try to work the formulas on the new County Property Tax Exemption bill 70.62 (4). My understanding of the bill is if the Town spends, for certain services, equal or more than the Town's share of the County's tax levy for these services, the Town may apply to the County to be exempt from that portion of the County's tax levy, resulting in the Town's taxpayers paying a slightly smaller share of the Ashland County tax levy. Unlike the County Library Exemption (43.64(2)), Ashland County has the opportunity to deny the request for exemption.

## **MISCELLANEOUS:**

1. Misc. billings for snow removal, etc. have been sent out.
2. Payments on a couple of airport hangar and an industrial zone lot lease have not been received and have been re-billed. If payments are not received, it will be a Town Board agenda item.
3. I assume the general liability and automobile insurance renewal quotes for General & automotive coverage for the period of 6/10/14-06/10/15 will be submitted at the May 27<sup>th</sup>, 2014 or the June 10<sup>th</sup> Town Board meeting for your discussion and/or renewal.
4. Waggie and I will be taking time off here and there. We both have vacation time to use before our anniversary dates (Waggie's is mid-June and mine is early July).
  - We may both need to request a short extension to use up existing vacation time.
  - Some needed times off may overlap between Waggie & I, so we will post notices of this at the Town Hall & the Post Office.
5. We have a safety training refresher on Thursday, May 29<sup>th</sup> and Waggie and I will be attending it and won't be at the Town Hall that morning. A sign will be posted.
6. Since Monday is Memorial Day and the Town Hall is closed, it shortens up the time period for processing bills to be presented to the Town Board for approval, as well as processing payroll.
  - I'll be processing vouchers over the weekend, so that they will be ready for the 5/27/14 TB meeting.
  - Timesheets, as much as I am able to, will be processed this weekend and the remainder will be done on Tuesday and Weds. Due to the Director Deposit timing, payroll must be uploaded by 4:00 on Weds.
7. The Ambulance Service's FCC radio license expires in July. Cindy mentioned this in her report, so it appears she is handling this renewal application.
8. The Fire Department/Ambulance's WI DOR 2013-2014 Raffle License is being renewed for the 2014-2015 period and reports are being filed by a Fire Department member.

## **Administrative Assistant Monthly Report**

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### **GRANTS:**

1. The 2013 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30<sup>th</sup> deadline. The 2014 Recycling Grant payment has not yet been received.
2. Agreements have been signed and sent back to the Apostle Island Area Community Fund for both the SCBA Replacement Project and the Bi-lingual Signage Project – Phase I. Nick Nelson has been e-mailed with regards to the Signage Project and the need for documentation of volunteer time, etc.
3. I plan to spend next week working on the WI DNR BBTP grants reimbursement requests. Keith had offered to help, so I need to tackle this project before he's not available.

Respectfully submitted,

Barb Nelson  
Administrative Assistant